

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 12th January 2015 at 7.45pm

- 1- **Present:** Mr. D Pattison (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs L Lacey (Treasurer), Mrs D Green, Mrs R Smith, Mrs A Cooper, Mr G Hyde, Mr S Newman, Mrs B Taylor, Mr J Cannon.
- 2- **Apologies:** Mrs M Jamison, Mrs P Hamilton, Mrs J Perry.
- 3- **Minutes of Last Meeting held Monday 8th December 2014**
The minutes had been circulated; they were proposed as a true record by Mr G Hyde seconded by Mr S Newman and signed by Mr D Pattison (Chairman).
- 4- **Matters Arising.**
Mr Hyde reported that there had been no further problems reported with the hearing loop. This item would be removed from the agenda.
- 5- **Secretary's Update.**
All items dealt with as Agenda Items.
- 6 **Minor Maintenance.**
 - a)Mr Palmer reported that the sound system had again been tampered with. It was agreed that the locks would be checked. The item to remain on the agenda
 - b)Gaps around windows.- Mr Pattison confirmed that he had this repair in hand and hoped to complete over the next few days.
 - c) It was reported that the clean/polish of the main hall floor had been completed. It was agreed that a letter of thanks be sent to Judith This item to be removed from the agenda
It was noted that the gutters had been cleaned out.
It was also suggested that when the hedges at the rear of the hall were cut (later in 2015) the contractor be asked to cut both sides of the hedge.
It was noted that the lettering on the sign on the front of the building was curling up. Mr Palmer was arranging for this be looked into.
7. **Treasurer's Report.**
The Treasurer presented the accounts for the 11 months to the end of November 2014. There being no questions acceptance of the report was proposed by Mr G Hyde and seconded by Mr S Newman.
Mrs Lacey reported that she was working on the end of year accounts with Mr Taylor.
Mrs Lacey also reported that the upgraded Sage package had been purchased. This had resolved the email problem
8. **Booking Secretary's Report**
The Booking Secretary's report was discussed.
Alcohol Licences were approved for the 27/28th Feb 2015, Friday 20th March 2015 and Saturday 12th Sept.
Honey Pot Craft fairs had booked 8 sessions throughout the year.

The Doctors had booked the hall for the flu clinic on the 29th September.

It was agreed that The Parish Council could borrow the tables for the Country Fair on the 5th September.

It was agreed that cups and saucers could be borrowed on the 25th January 2015 for use by King Edwards School PTA.

9. Doctors' Liaison

Nothing to report

10. Health and Safety.

- a) Kitchen – It was noted that the laminate surface in the kitchen adjacent to the water boiler was lifting and required attention. This was not considered to be urgent but a note would be kept on file for consideration when other work was being complete

11. Correspondence

Letter received from Mr Pattison informing that he would not be standing for re-election to the position of Chairman at the AGM in April but wished to remain on The Committee.

Email from dancer re floor.

Letter to LDC re Food Safety Regulations.

12. Upgrades and Refurbishments- Foyer Upgrade.

- a) Replacement Double Doors. These had been fitted. There was a query over the retaining mechanism for the door. This would be discussed at The Foyer Committee
- b) Replacement flooring – It was likely this work would be undertaken 22/23rd January 2015 again it would be necessary to close of the foyer whilst this work was completed
- c) Decorating – This work had been completed – Remove item from the agenda
- d) It was agreed that a coffee morning would be arranged once all the work in the foyer had been completed.
- e) Outstanding items to complete the foyer refurbishment would be discussed at The Foyer Committee Meeting. The meeting would be held on Friday 16th January 1.0pm at the hall.

13. Essential Major Maintenance.

The list for 2014 had been circulated. This was discussed.

The List for 2015 had been circulated and was discussed.

14 - Finance Sub Committee –

A meeting would be arranged in the middle of the year. To remain on the agenda as an aide memoire.

15. Parish Council Grant.

Mrs Smith reported that the application had been submitted and was awaiting a decision.

16. Purchase and Siting of Logo

District Council Conservation Officer had visited the hall. To date there had been no further progress

17. New Storage Facilities – Main Hall

Mr Hyde reported that he had completed the Staffordshire Community Council Grant Application.

It was agreed that The Foyer Sub Committee would take over the storage project .

18 PRS/PPL Annual Return

The return had been completed. Item to be removed from agenda .

19. Any Other Business

Mr Hyde requested that the following items be placed on the February Agenda

Possible changes to key holder system

New Notice Board(s) MFL

Inventory

20. Date of Next Meeting – 9th February 2015